

Management System: Communications and Public Affairs

Subject Area: Congressional and Intergovernmental Affairs

Management System Owner: Ralph Holland

Point of Contact: Lynette Chafin

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1.0 Introduction

This subject area addresses the primary components of Congressional and Intergovernmental activities within the Environmental Management Consolidated Business Center (EMCBC). It provides the procedures for EMCBC and Small/Closure Site Staff to coordinate Congressional and intergovernmental inquiries, and protocol visits. It also addresses the role of Federal Staff interfacing with contractors who directly handle many of these activities.

2.0 Required Procedures

Procedures	Procedure Content
1. Announcing Activities or Visits from Congressional and Intergovernmental Offices	<ul style="list-style-type: none">• Plan event or visit details.• Coordinate with Headquarters (HQ) Office of Congressional and Intergovernmental Affairs.
2. Answering Informal Congressional and Intergovernmental Inquiries	<ul style="list-style-type: none">• Receive inquiry via telephone, email, or in person.• Provide real-time response.• Answer in appropriate manner.

3.0 Exhibits/Forms

None

4.0 Related Information

- [U.S. Department of Energy \(DOE\) Correspondence Style Guide](#)

5.0 Requirements

None

6.0 Definitions

[Definitions](#)